



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE
GOVERNOR

EUGENE A. CONTI, JR.
SECRETARY

December 7, 2009

To: Location & Surveys Staff

From: Charles W. Brown, PE, PLS
State Location & Surveys Engineer

Subject: Pers 2009-2
Holiday Work Schedules

Previously for those working four 10 hour days, you were mandated to take off two hours for each holiday. Based on conversations with Unit management and Human Resources, we are revising the policy on work schedules during weeks with holidays.

As of the Pay Period beginning December 11, 2009, all offices will be able to report time on a 24/7 basis. This means that you will be able to enter time on any day, so that those who desire may work partial days on holiday weeks and not have to take personal leave.

There are certain rules:

- No employee may work or report working more than 10 hours on any given day, without prior approval for overtime from the Unit Head.
- On those days when staff works partial days, there must be supervisory personnel working at the office or work site for the duration of the work. For the purposes of this memo, "supervisory personnel" is defined as Tech IV or above.
- All work must be productive. No employees will be allowed to come in and sit around for 2 hours.
- No employee will report work on a holiday, nor will any employee report overtime worked during a holiday week, without prior approval of the Unit Head.
- Alternate work schedules are a privilege. Abuse of this privilege will result in disciplinary action.

Application of this policy is to be at the discretion of the Group Leader, with input from the supervisory personnel as defined above. This policy does not prevent staff from using personal leave on holiday weeks, as has been the policy in the past. This policy does not affect those working the standard work week of five 8 hour days.

Please do not hesitate to contact me with any questions or comments.

CWB

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